Search:
Search

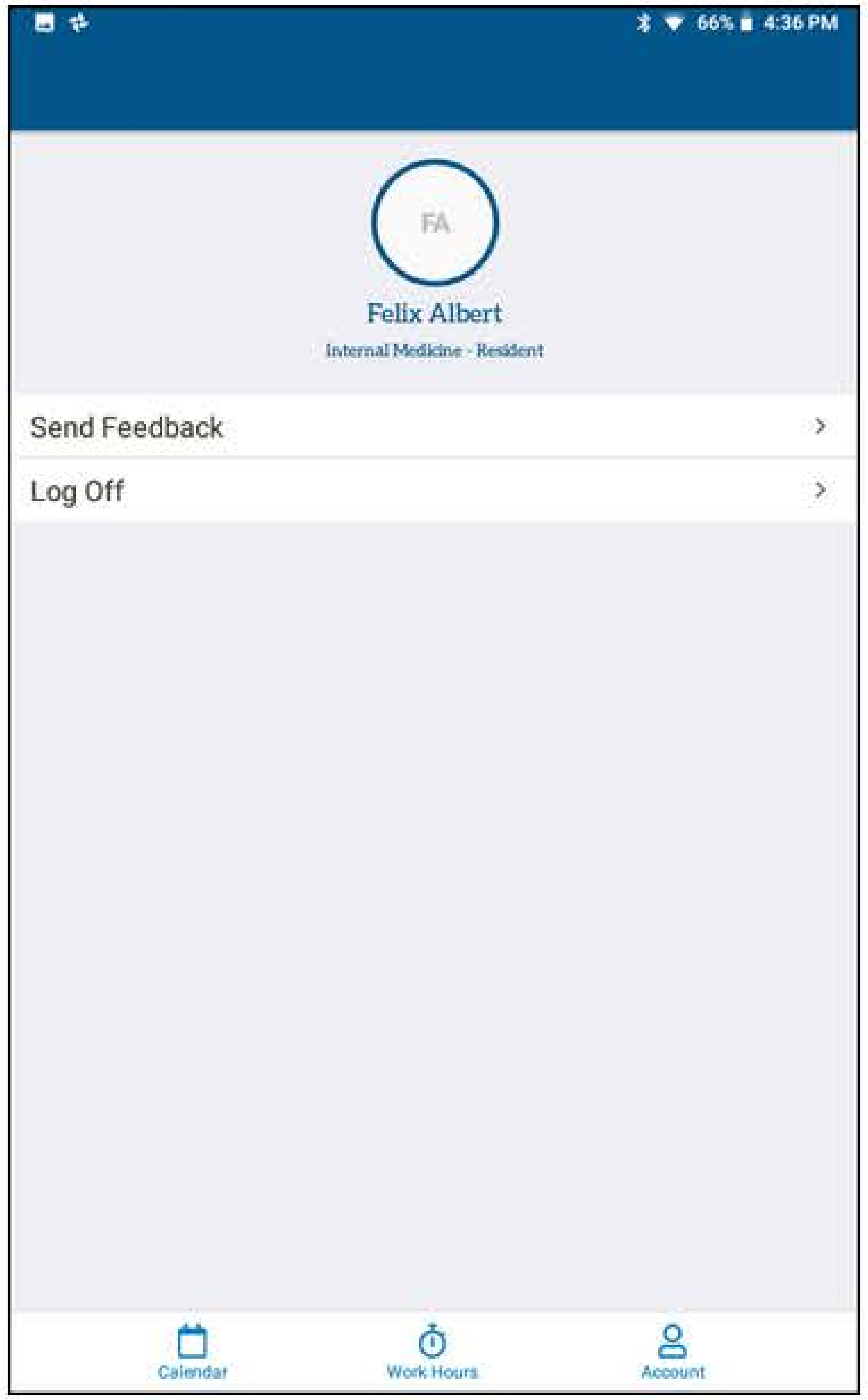
3. MedHub Mobile App for Android

The MedHub Mobile Android App allows Trainees that use an Android phone to:

- View and Log work hours in real time
- Access weekly work hour compliance overviews
- View and sync calendars

Android Account

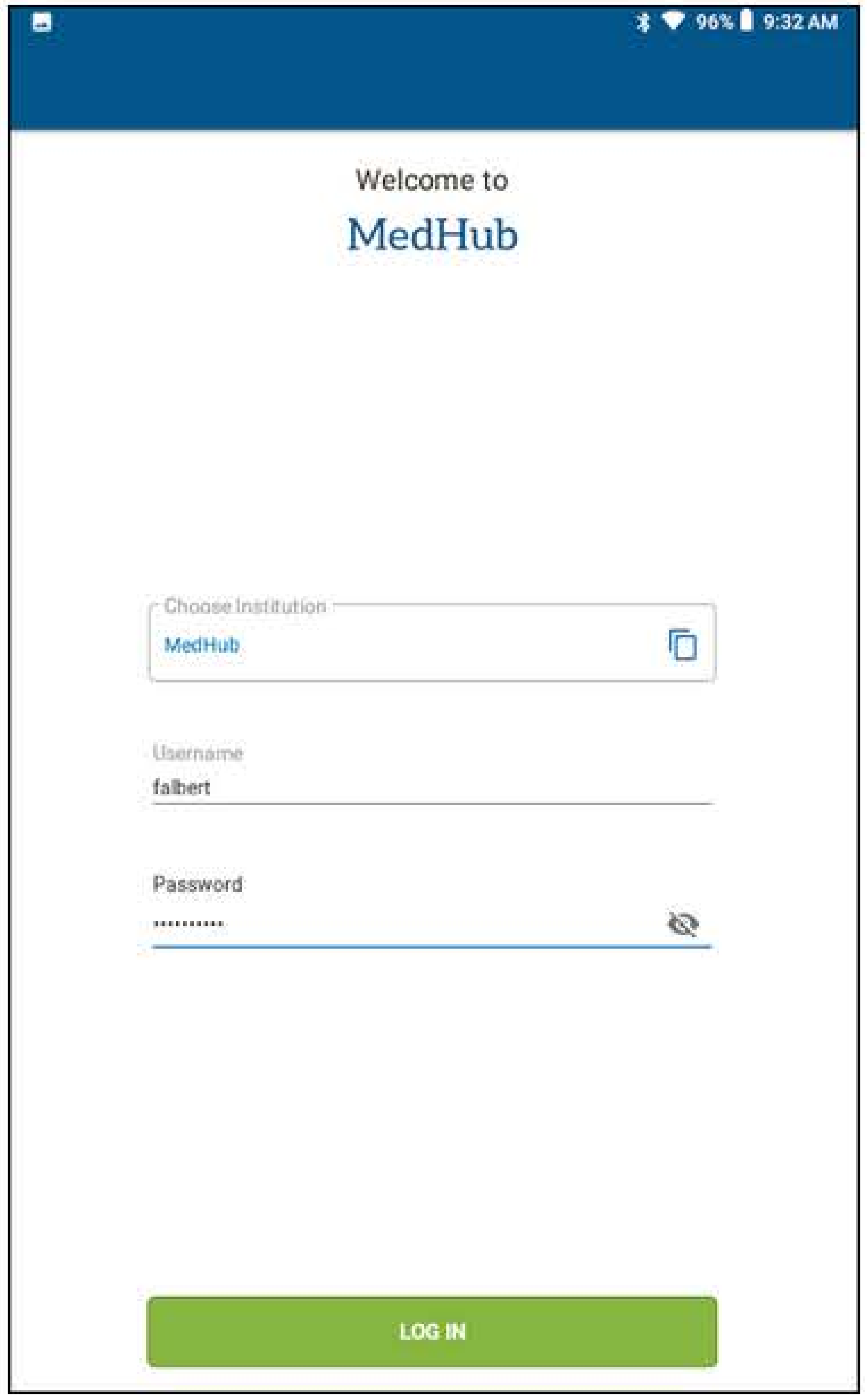
Once logged in, users have the option to Send Feedback and provide comments about the Android App to MedHub at any time, or users can log off from the Account page.



3.1. Accessing the MedHub Android App

The MedHub Mobile App is available for Android users and may be accessed via the Google Play Store. The Trainee can search for the App by typing 'MedHub' in the search field and the MedHub Mobile App will be displayed.

When the App is opened the Trainee will select their home institution from the drop-down menu, enter their username and their password/passkey (for users who use single-sign on credentials to access MedHub).



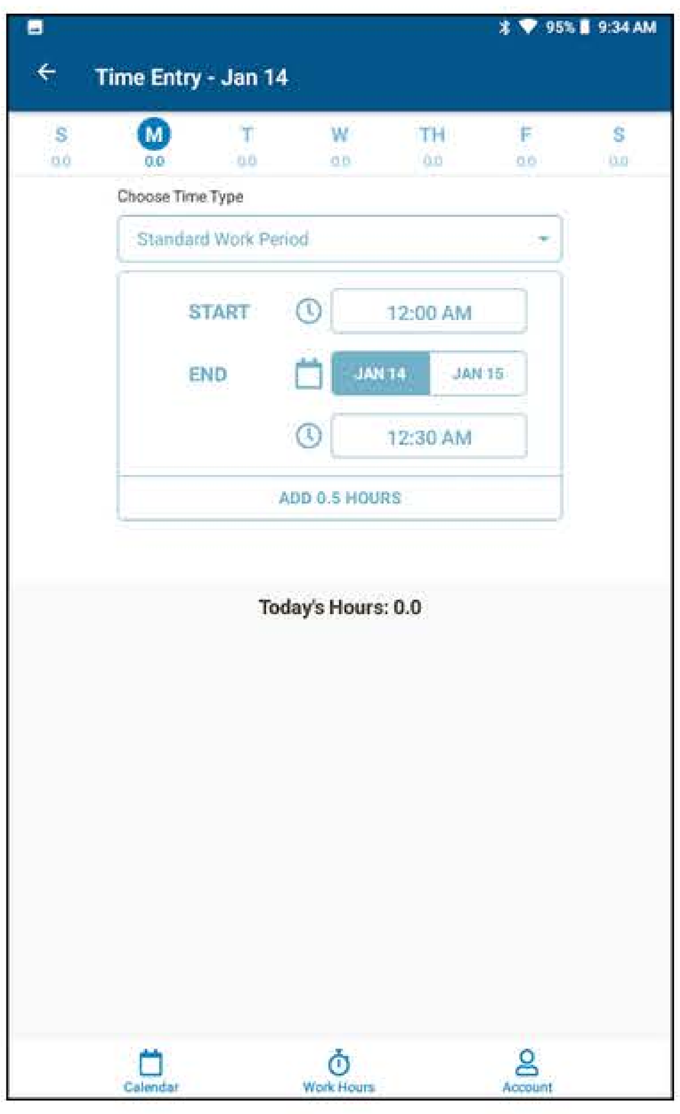
Search:

Search

3.2. Using the MedHub Android App to Log Work Hours

Logging Work Hours

When the Trainee logs into the MedHub Android Mobile App and navigates to the Work Hours page, the current calendar week will be displayed. Trainees have access to document work hours for two-week rolling periods in weekly blocks (depending on the institution settings). After the two-week period, they are locked out and a small lock icon will appear indicating that a week can no longer be edited. To navigate to the previous week, tap the small arrow at the upper left-hand side of the screen.



To log Work Hours:

1. Select the day of the week at the top of the screen for which the hours are to be entered.

2. Select the **Choose Time Type** drop-down to select the type of hours being logged.

   Note: Moonlighting will only be available as an option if the institution has approved moonlighting.

3. Select the **Start** time by tapping on the time box and using the time picker pop-up to select hours. Select if the **End** of work hours ended on the current calendar day or the following calendar day by clicking on the calendar days listed. Select the **End** time using the time picker pop-up to select hours.

4. Tap the **Add** button to add the work hours. Total work hours are tallied at the bottom of the screen as they are entered.

5. Click on other days of the week at the top of the screen to continue entering time for each day of the week.

Additional types of work hours may be selected before leaving the screen.

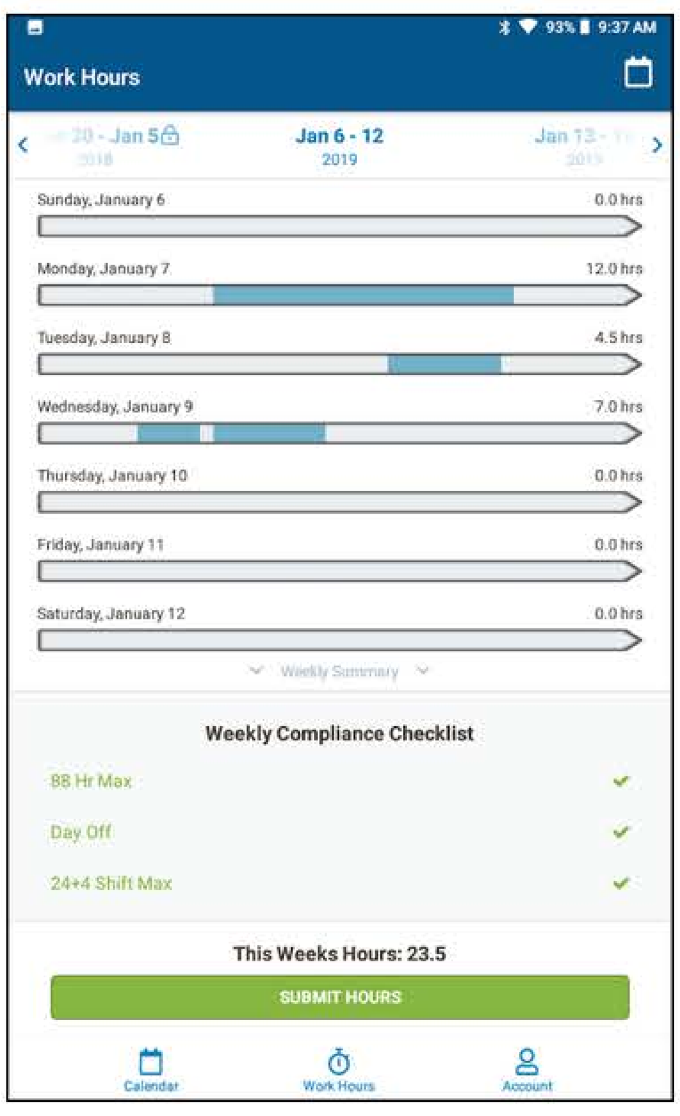
Deleting an Entry

To delete entered work hours, tap on the desired entry that has already been logged, and tap on the **Delete Hours** text button to delete the entry. Select **Yes** on the pop-up to confirm the work hours deletion, or select **Cancel** to go back.

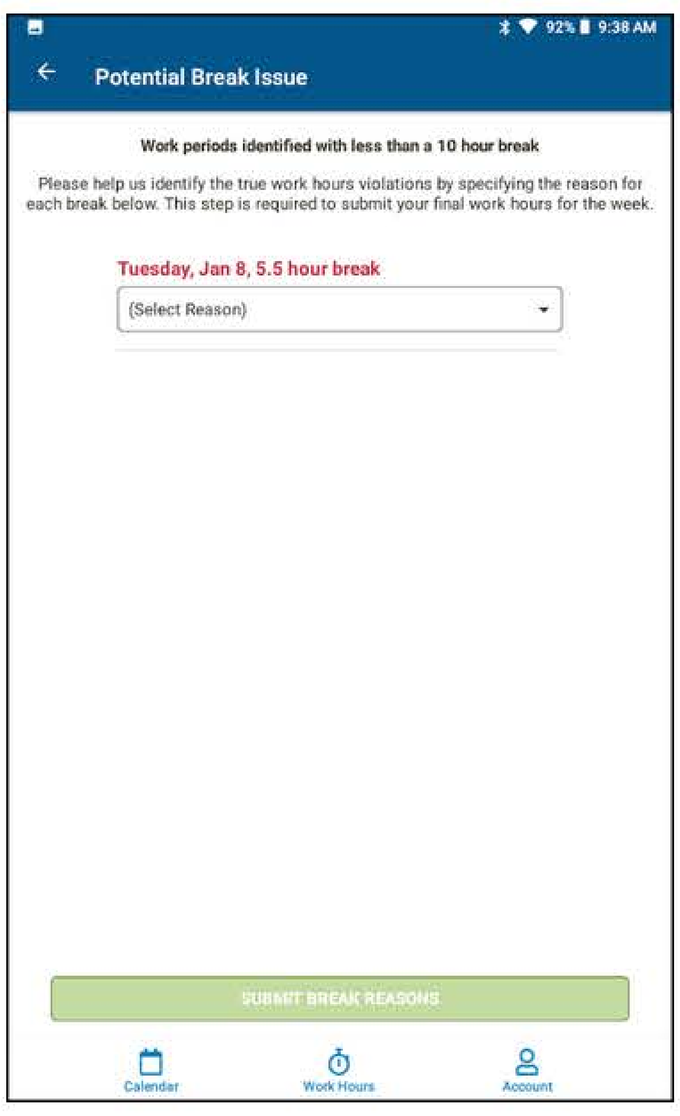
Submitting Work Hours / Viewing the Weekly Compliance Checklist

The graphical display shows the work hours that have been entered for the allowed time period. Any potential violations that have been identified will be displayed in the 'Weekly Compliance Checklist' portion of the screen. The compliance checklist will update in real time as hours are entered.

To submit the recorded work hours, tap the **Submit Hours** button at the bottom of the Work Hours screen.

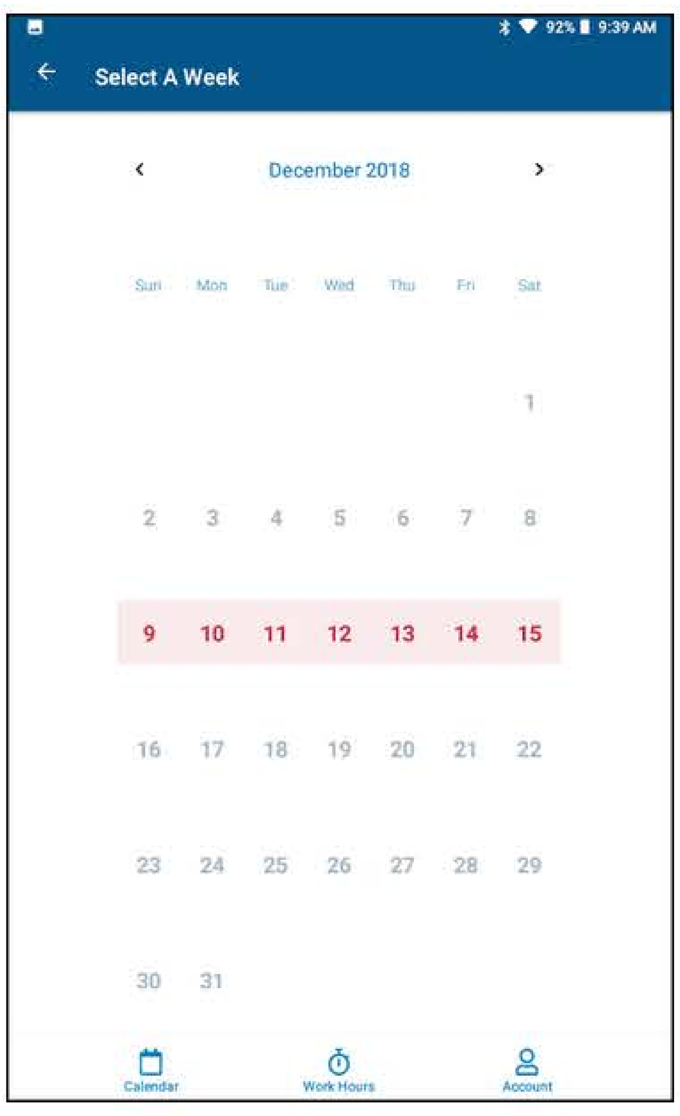


When work hours are submitted, the system will check for any potential violations for that week. If at least one potential violation is identified, a screen will be displayed asking the Trainee for details around each of the violations, and they will be directed to document a mitigating reason.



To view a work hours history report in a monthly calendar view, select the small calendar icon located in the upper right hand corner of the screen on the main Work Hours page.

The week(s) colored red represent a non-compliant week, where a potential violation was flagged, and the week(s) colored green represent a compliant week, where no violations were flagged.



3.3. Using the MedHub Android App to Fill Out Evaluations

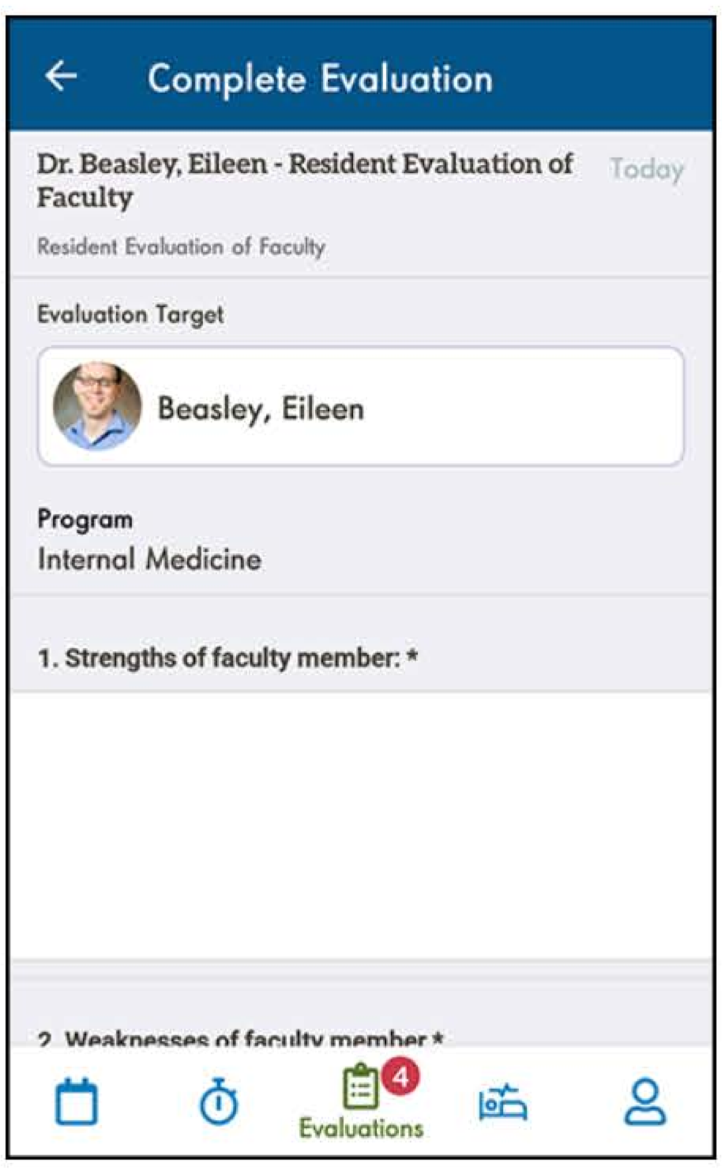
The Evaluations functionality within the MedHub app allows for a Trainee or Faculty member to complete evaluations. From anywhere inside the app, select the Evaluations icon in the menu bar at the bottom of the screen in order to go to the Evaluations functionality. Within "Evaluations," the "Pending" area will display all forms already delivered to the user, pending completion.

The oldest forms appear at the top of the screen. If the evaluation is about a thing (e.g. a conference or site), a single letter appears. If the target is a person, his or her initials or photo may appear by the form name. Select a form to begin to fill it out.

View Pending Evaluations

When viewing an incomplete evaluation, the name of the target and the evaluation form appears on the list screen, with the service/conference name if applicable, and the request date in red.

Example displaying a sample evaluation:



Administrators: View Pending Evaluations

When viewing evaluation scale questions, they may display vertically or horizontally. The scale questions will be formatted differently than they are on the full version of the site at a computer or laptop.

Mobile Status and accessibility are important for Program Administrators to consider when they select scales in building an evaluation form, both for the benefit of end users who utilize the native mobile app, and those who access the Web app via Internet browser on their phones.

Using mobile-friendly scales makes it easier for the end user to read with less scrolling and selecting.

Administrators:

"Mobile Friendly" is a status displayed with green color given to shorter evaluations that Administrators are building which contain less than the criteria thresholds (mentioned below) for mobile caution.

"Mobile Caution" will appear with a yellow color when building an evaluation form. These forms are approved for display with caution. Some questions and scales may require scrolling. Any of the following criteria thresholds would make a form appear with "mobile caution" status.

- Title - 100 characters
- Intro - 400 characters
- Questions - 10 questions
- Question length - 300 characters
- Scale - 6 choice options
- Scale option length - 30 characters

"Not Mobile Friendly" will appear with a red color when building an evaluation form. This evaluation form is not recommended for mobile viewing, however it would still show for the end user with potentially more scrolling and selecting of hyperlinks. Any of the following criteria thresholds would make a form appear with "not mobile friendly" status.

- Title - 200 characters
- Intro - 800 characters
- Questions - 25 questions
- Question Length - 600 characters
- Scale options - 11 choice options
- Scale option length - 60 characters

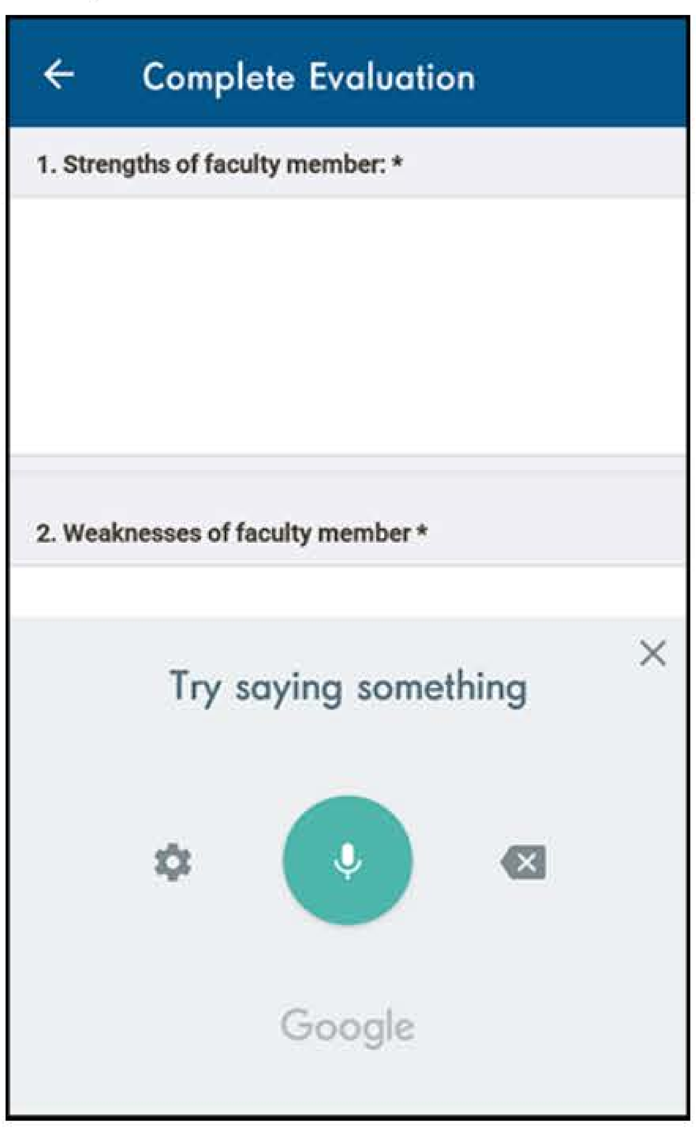
What if the Program Administrator built the form with the Formatting set as "Pop-up hint" for Scale Descriptions display? How will that "hover text" appear on the native mobile app?

On the MedHub full site, the pop-up hint will only appear when the end user hovers his or her mouse or cursor over the button for that choice option:

On the mobile app, that exact same form appears similarly. However, a hyperlink of the option title, e.g. "Needs Improvement," may now be selected, and it leads to the Scale Descriptor text pop-up hint.

Faculty, Trainees, and Administrators:

Dictating Comments in Evaluations



When you select a long text field to enter a comment, the device keyboard will appear. Just to the left of the space bar, select the microphone icon in order to activate dictation. Comments and punctuation may be dictated into the phone and a transcription will appear immediately on screen. Tap the close icon to return to the field and edit the transcription if necessary.

Submitting Evaluation

Select "Submit Evaluation" button to turn in the completed evaluation. A notification will display to dismiss that the submission was successful.

Within a pending evaluation, you have the option to select the trash can icon in the upper right corner, in order to delete the evaluation. (Removing an evaluation is a functionality only available for some institutions and programs).

Must provide reason for deletion (i.e. "insufficient contact to evaluate").

Reviewing Evaluation Summaries

Within "Evaluations," select "History" to arrive at the landing page and select an option.

Evaluation History gives the user a reference of what he or she completed about other people or things in the past, if the evaluations were not marked with the special option of anonymous.

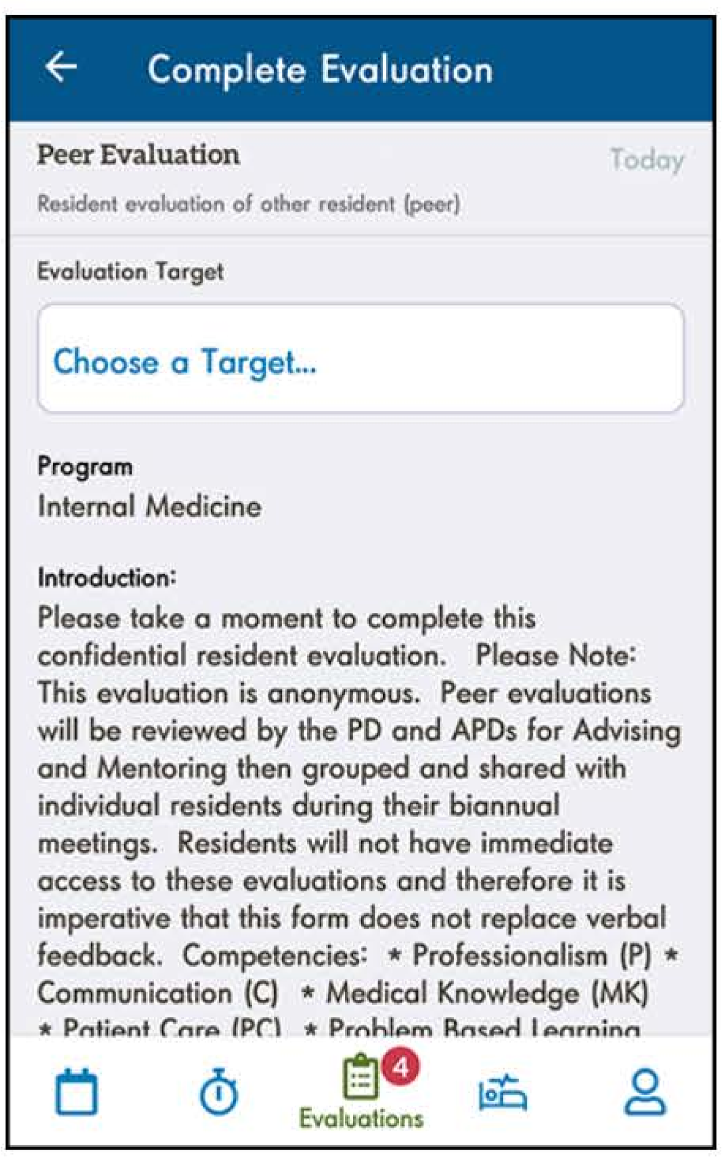
If "initiating" an evaluation that you will complete about someone else, or "requesting" that a faculty member or educator of your choosing complete an evaluation about you, select the "box with the pencil" icon in the upper right, and then select to "Initiate an Evaluation" or "Request an Evaluation."

If you are initiating an evaluation, you must then choose the evaluation form (under the type of evaluation) that you wish to complete.

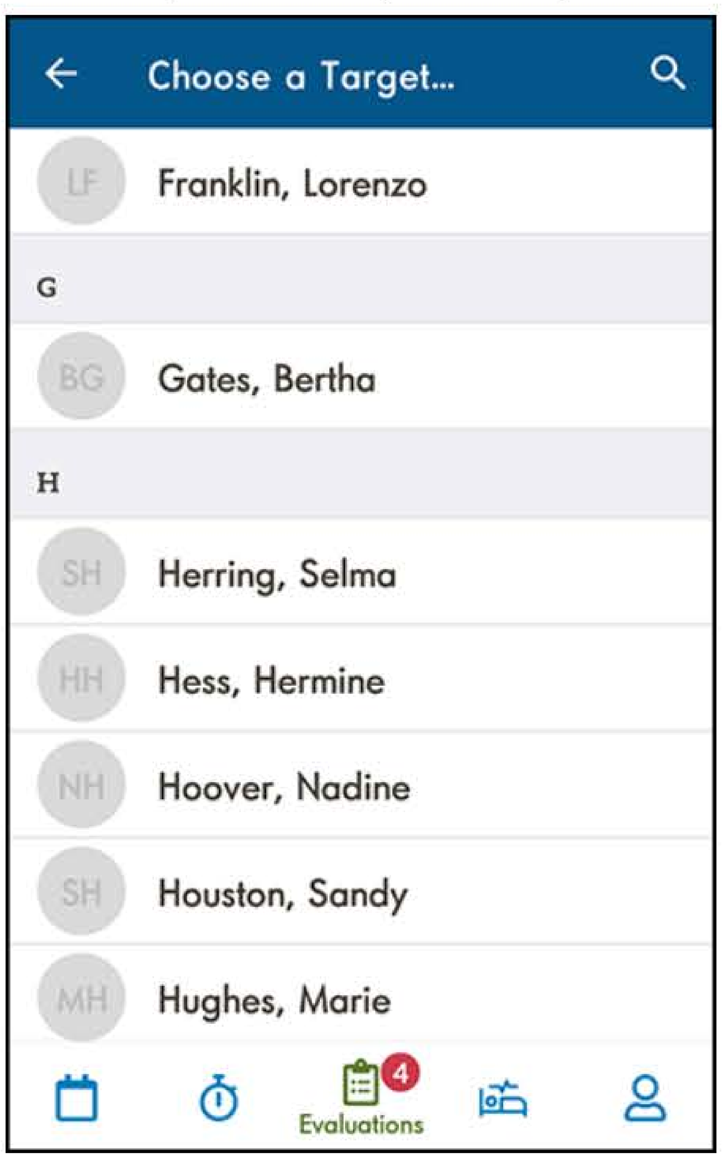
***Note**: The Program Administrator would have had to build, lock, and set the evaluation form options on Program Settings | Evaluations, either under "Self-Initiated Evaluations" for your user type to initiate about other people or things, or under "Resident-Initiated Performance Evaluations" for a trainee to send to an educator.*

If requesting an evaluation, you choose the form that you would like the educator to fill out about you.

If initiating an evaluation that you will complete, you "Choose a Target" (the person you will evaluate) from a list of available users in the program or institution.



The Choose Target list is laid out in alphabetical order by First Name, and a search field is also available at the top of the screen.



Select a target to complete an evaluation about. Fill it out, then submit it.

If requesting an evaluation, confirm who the evaluator you have selected will be, the form you selected for him or her to complete about you, and Send.

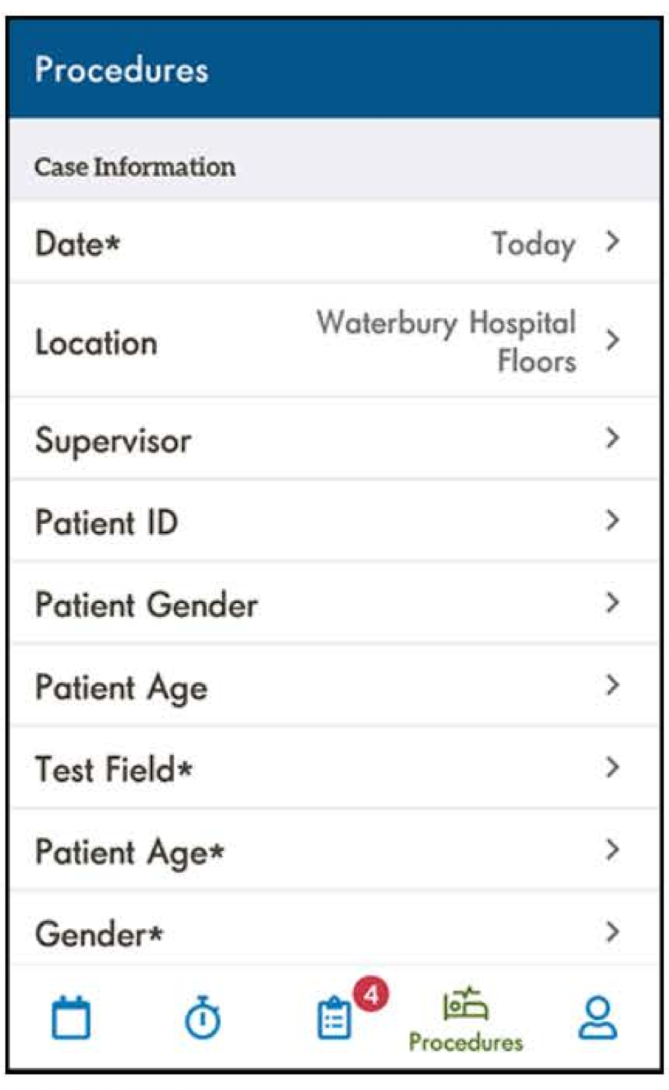
Search:
Search

3.4. Using the MedHub Android App to Log Procedures

To log a new procedure select the Procedures icon and fill in the log with the applicable information and then tap 'Submit Case Log'.

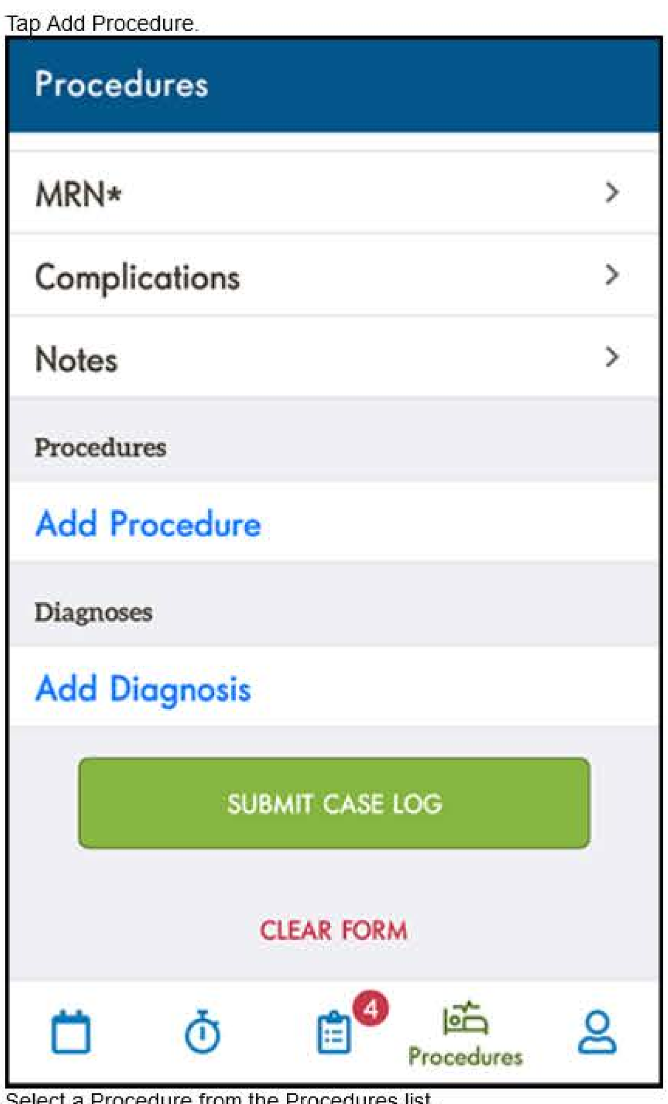
When logging a procedure using MedHub, Trainees can document the following:

- Date of the procedure(s) (required) - Text
- Location (required) - Drop-down/Text
- Supervisor (required) - Drop-down/Text
- Visit Type
- Patient ID (optional) - Text - Please instruct Trainees to NOT enter patient names or social security numbers under the patient ID field.
- Patient Gender (optional) - Drop-down
- Patient Age (optional) - Drop-down
- Procedure(s)
- Diagnosis (optional)
- Complications (optional)
- Procedure Notes (optional)

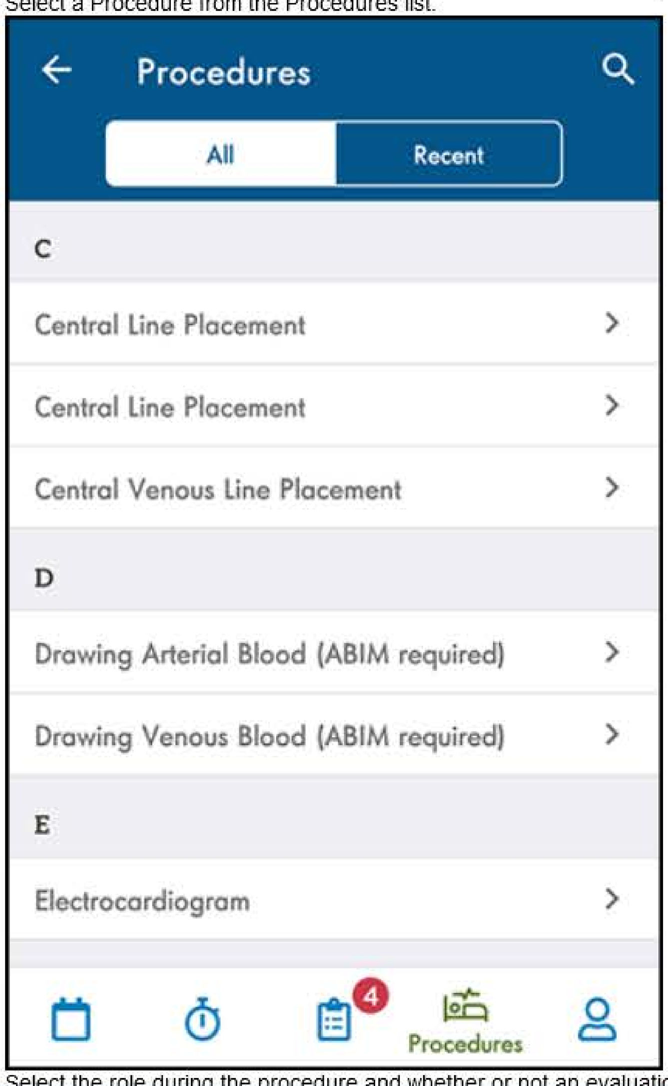


To Add a Procedure

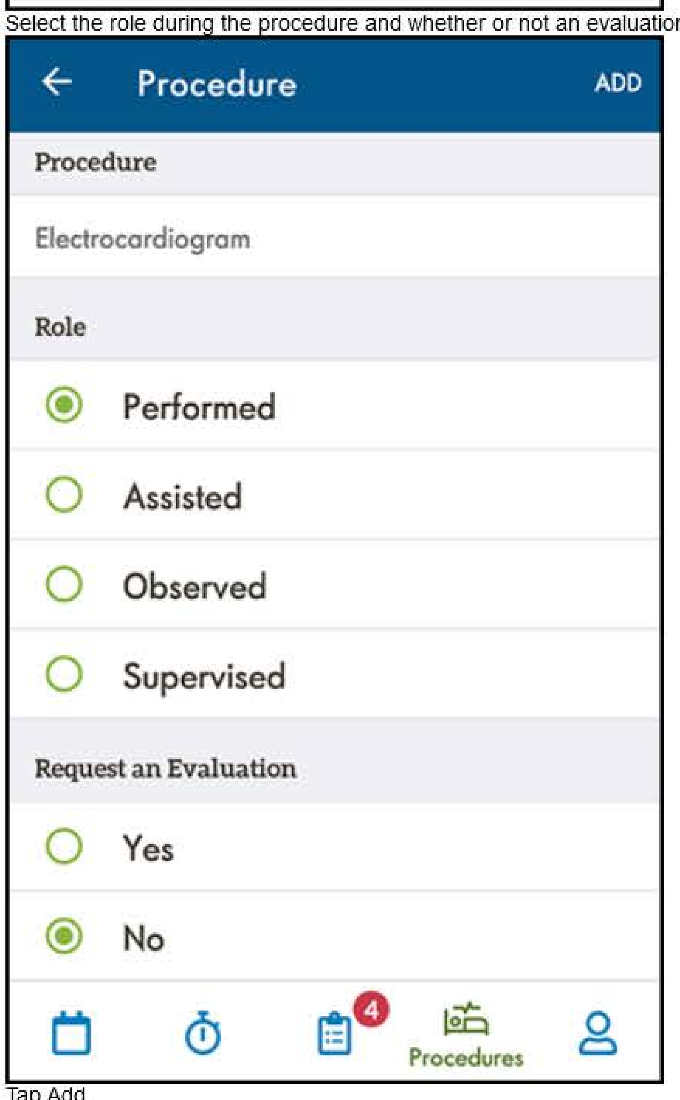
1. Tap Add Procedure.



2. Select a Procedure from the Procedures list.



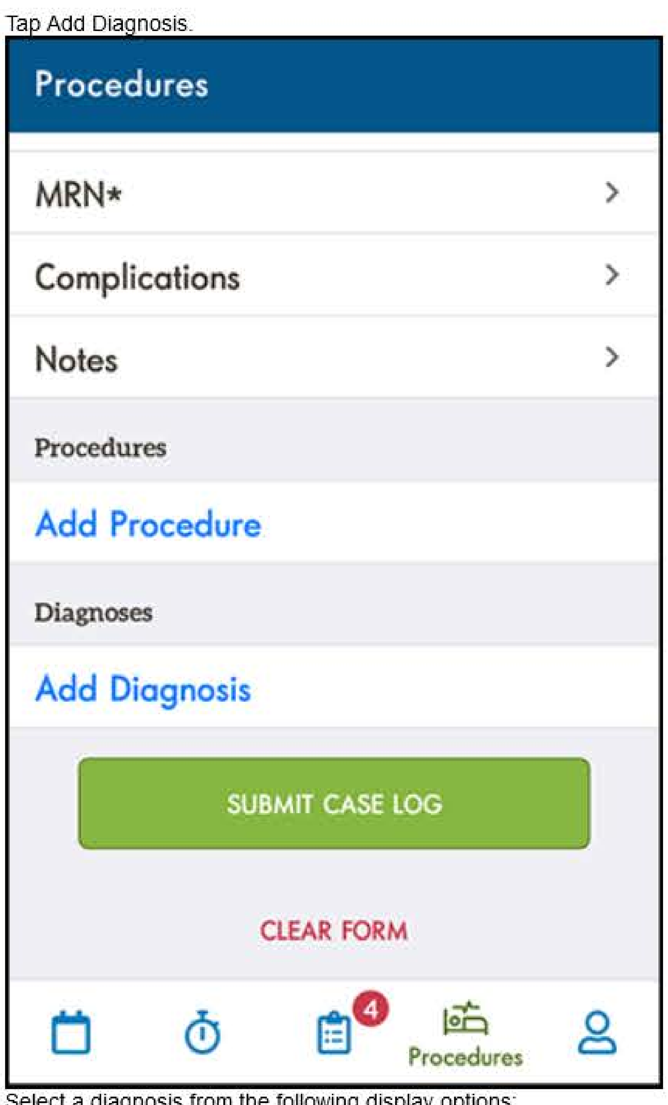
3. Select the role during the procedure and whether or not an evaluation is requested.



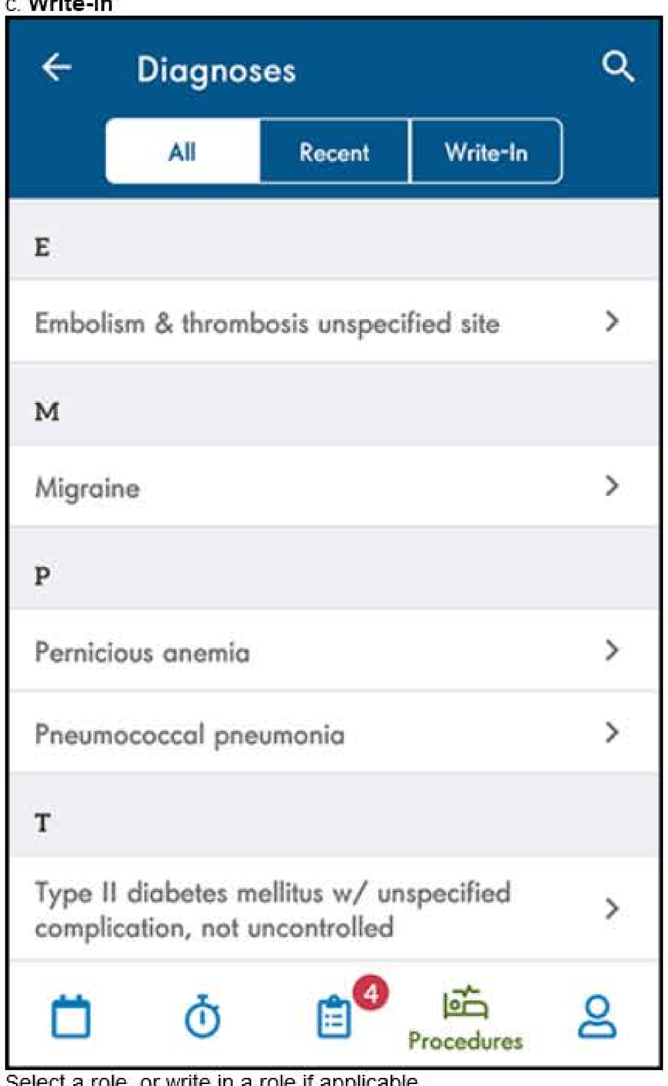
4. Tap Add.

To Add a Diagnosis

1. Tap Add Diagnosis.



2. Select a diagnosis from the following display options:
   a. **All**
   b. **Recent**
   c. **Write-In**



3. Select a role, or write in a role if applicable.
4. Tap Add.

Search: Search

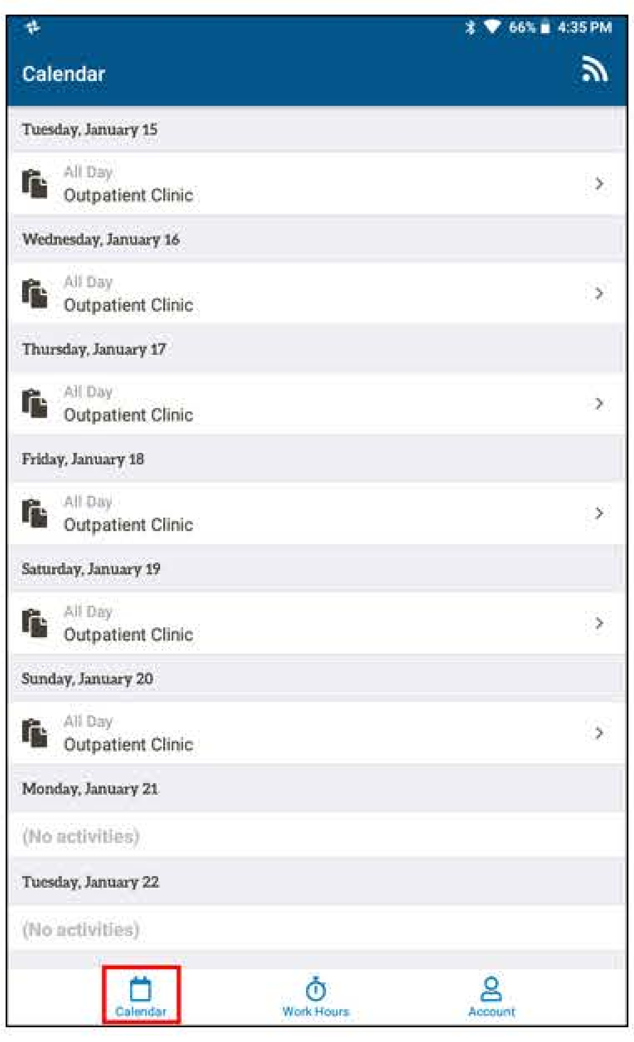
3.5. Using the MedHub Android App to View or Sync Calendar

Users have the ability to view their MedHub Calendar in the MedHub Mobile App and to sync their MedHub Calendar with their Android device. The Calendar allows users to see the next 60 days of scheduled events, and users can tap on individual events to see the event details. They can sync their MedHub events with their personal Android calendar by following the Calendar Sync instructions provided in the myCalendar section of the web app, or by clicking the subscribe button and following the provided instructions. After calendars have been synced, the user will see their MedHub events on their personal Android device calendar. The MedHub calendar will update every hour if any details have been changed. Users can pull down on the calendar screen to refresh.

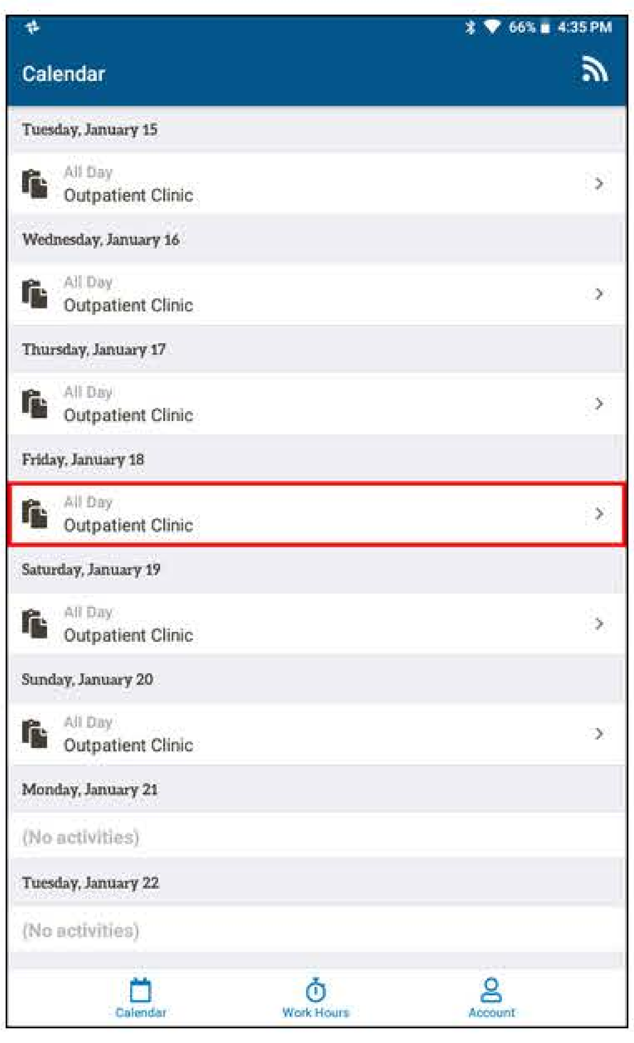
Note: Only future event dates can be seen in the MedHub calendar.

Viewing the MedHub Calendar

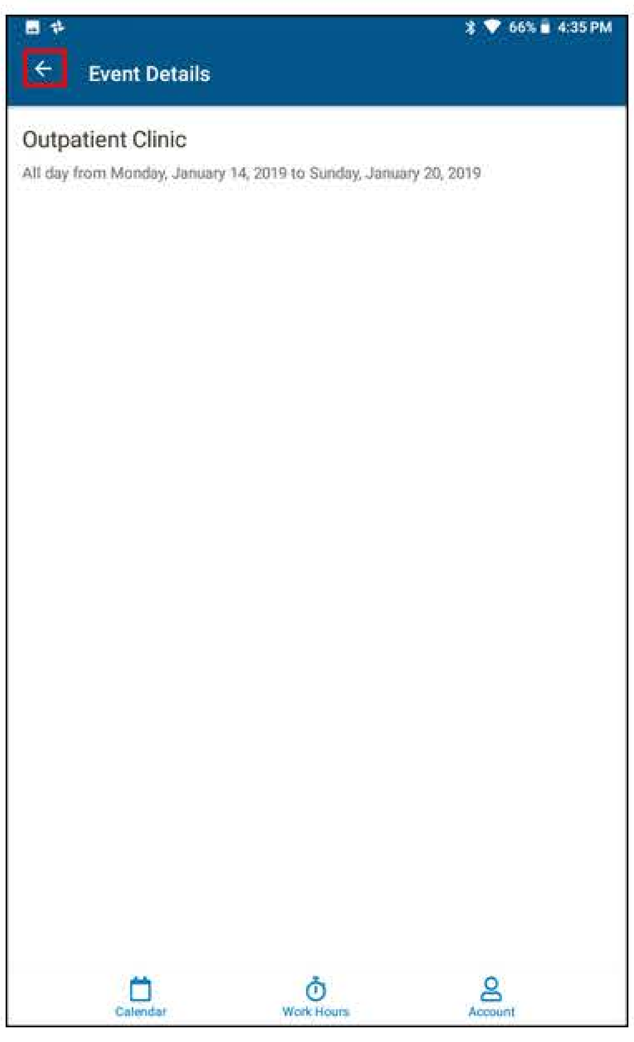
To view the calendar, tap the **Calendar** icon on the left side of the menu.



To view the details of an event, tap on the event.



When finished viewing the event details, tap Back to return to the Calendar.

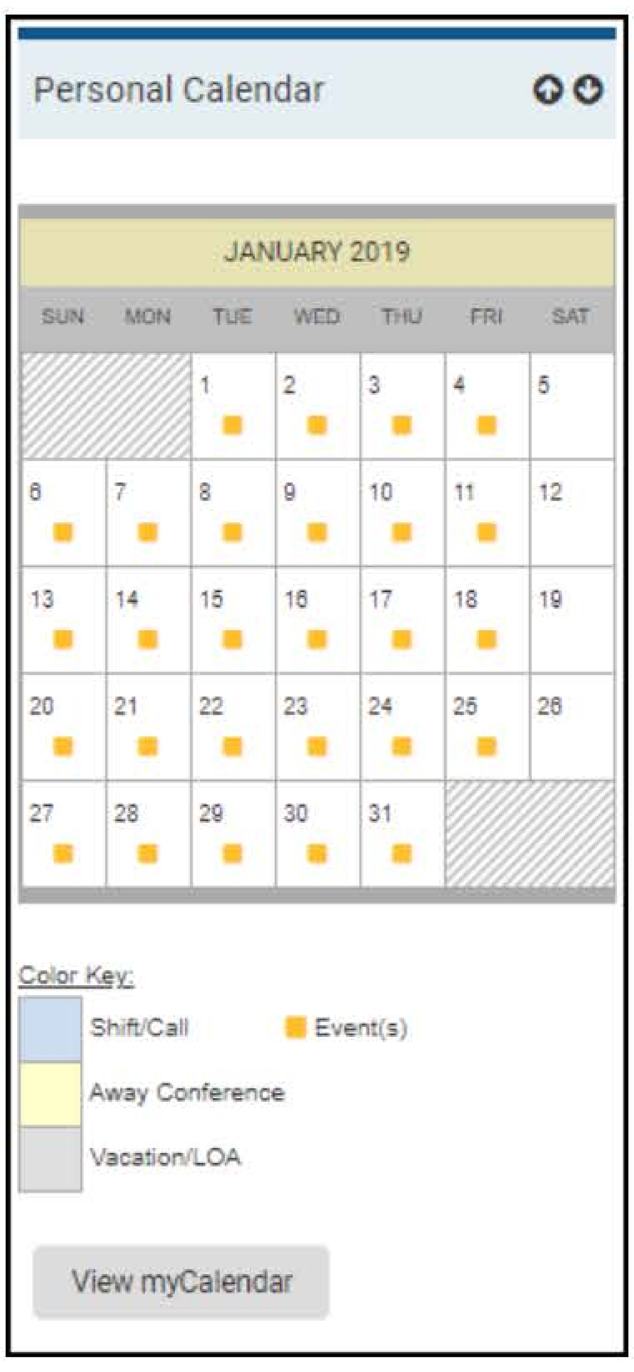


Note: Details cannot be edited from the mobile app.

Sync MedHub Calendar to Personal Calendar

For Android devices, a calendar sync must be done via the MedHub web app and not the Android mobile app.

Go to the Personal Calendar section on the Home Page of MedHub and click on the **View myCalendar** button.



Click on the **Sync Calendar** or the **Android Icon** button in the Sync Calendar menu.

Note: Make sure the tab for **Android Phones** is selected on the instructions page.

Follow the instructions listed on the MedHub site to connect and sync MedHub events with a personal calendar on the user's Android device.

Note: When tapping the **Subscribe** button in the Calendar view on the mobile Android device, the Calendar Sync page will only direct users to follow the instructions for syncing calendars via the web app.